

U. S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 13-167

OPEN TO: All Interested Candidates

OPENING DATE: December 20, 2013

TITLE: Accountant

CLOSING DATE: January 02, 2014

POSITION No: 80105-027

LOCATION: ISLAMABAD

GRADE: FSN-9 (Rs.1,595,190 P.A. to Rs. 2,979,541 P.A.)*

AGENCY: USAID

*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Accountant for the Office of Financial Management (OFM) in Islamabad.

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for operating expense (OE) accounting and budget administration, financial planning, formulation, forecasting, analysis, and execution for USAID/Pakistan. S/he enters OE and Program accounting transactions, maintains the integrity of the automated accounting system and produces financial reports. S/he serves as the Mission's Financial Specialist for all employment-related budget/issues.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor's degree (a minimum of 14 years of education) in accounting, finance or business administration is required.

EXPERIENCE: A minimum four years of progressively responsible experience in professional accounting, auditing, or financially-oriented business management is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

KNOWLEDGE: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. Must have some familiarity with budgeting techniques.

ABILITIES & SKILLS: Must be able to make independent judgments on budget estimates. The incumbent must be an effective communicator to resolve salary queries, and inform/train new employees on compensation. Must be able to develop and maintain contacts with operations staff in the organization, National Finance Center (NFC), Embassy HR, AID/W HR and Pay roll office personnel, OAPA financial management officer and AID/W USPSC coordinator. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule
7. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
8. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To review all advertised positions and access Form DS-174, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 02, 2014

The U.S. Mission in Pakistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.